

*Committees*  
*X-04m2*

22 April 1955

MEMORANDUM FOR: Chief, Management Staff

1. Colonel White has asked that you prepare a Notice for his signature which would make reference to the Hoover Commission Report on paper work somewhat in the manner of paragraph 1 of the Inspector General's directive dated 5 March 1955, which is attached hereto. It should also express the fact that the Director is vitally interested in:

- a. The elimination of nonessential paper work, and
- b. The noncreation of excessive papers which must be handled,

as outlined in the Inspector General's paper.

2. The draft of this Notice should be forwarded for Colonel White's review by 4 May, if possible.

STATINTL

  
Special Assistant to the  
Deputy Director (Support)

Attachment:

Inspector General's  
Memo of 5 March 1955

*{ orig sent w/ bookship  
to C/high staff }*

SA-DD/S:RBS:mrp (22 Apr 55)

Distribution:

Orig & 1 cc to addressee

1 - DD/S Chrono

— 1 - DD/S Subject